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**Title: Computer in Management**  
**Credit Hours: 3****Code: MGMT 324**  
**Year /Semester: I/II****48 Hours**

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**Course Objectives:**

The aim of this course is to create basic orientations of students on operating system and networking as well as familiarize students with basic computer operations of computers with the application of common programs like Microsoft Words, Excel, Internet etc.

**Unit 1 Introduction to Computer Systems****6 Hours**

Characteristics, Generations of Computers, Computer Organization (Input Unit, Output Unit, Arithmetic Logic Unit, Control Unit, Central Processing Unit, System, Concept) Computer Software and Software Development

**Unit 2 Internet and Intranets****12 Hours**

Internet, World Wide Web, Electronic Mail, File Transfer Protocol, Telnet, Web Browsers, TCP/IP Protocol, Domain Name, Search Engines, Introduction to Intranets, E- Commerce and E- Business, Extranet, Virtual Private Network

**Unit 3 Computer Network****12 Hours**

Introduction, Overview of a Network (Terminals, Telecom Software), Common Processors (Modems, Multiplexes, Concentrators and Controllers, Message Switchers, Front end Processors), Types of Networkers (LAN,QAN), Network Topology (Star, Ring, Linear BUS), Network Protocol, Network Architecture (Peer to Peer and Client/ Server Architecture).

**Unit 4 Database Management System****6 Hours**

Introduction to Database, Database Management System, Types of Database, Data Mart, Data Mining, Data Warehouse

**Unit 5 Word Processing and Spread Sheets****12 Hours**

Word Processing, Characteristics, MS Word for Word Processing, Creating, Formatting and Printing Document in MS Word, MS Power Point, Creating Formatting and Printing Work Sheets

**Reference Books:**

1. Ed Bott and Woody Leonhard. *Using Microsoft Office* (Latest edition). Prentice Hall of India, New Delhi.
2. P.K Sinha, PritiSinha: *Computer Fundamentals* (4th Edition). BPA Publications.
3. Alexisleon, Mathews Leon, *Information Technology* (2nd Edition).Vikas Pulication